

ST. TIMOTHY CATHOLIC SCHOOL BOOSTER CLUB BYLAWS

Effective _October_, 2025

Article 1: Name and Purpose

Section 1.01

The name of this organization shall be the St. Timothy Catholic School Athletic Group.. STCSBC's Mission is to offer financial, staff and volunteer support to athletics and other sponsored programs; supply the necessary resources to establish the highest quality training and equipment; provide all participants a rewarding opportunity to develop fundamental skills that enrich the intellectual, spiritual, and academic goals of STS and enhance a sense of "Thunder Pride"; promote physical fitness, healthy living habits, the joy of athletic competition, and the positive characteristics of sportsmanship, teamwork, and self-discipline in an environment reflective of our faith, family and parish; endorse and publicize STS athletics and other sponsored programs to boost participation, school spirit, and community awareness.

Section 1.02

STCSBC is a non-profit organization approved by the Pastor of St. Timothy Parish, as advised by the principal, and formed for the purpose of supporting students in the areas of athletics, and other supported programs at St. Timothy Catholic School that are approved by STCSBC in the manner described in Section 1.04.

Section 1.03

St. Timothy Catholic School does not discriminate on the basis of race, color, sex, national or ethnic origin in its admission or hiring policies, educational programs, loan or scholarship programs, athletics or any other school-administered program.

Section 1.04

STCSBC reserves the right to expand its support to other programs and is willing to do so once the initial goals are fully accomplished. Such other programs must be specifically identified in an amendment to these Bylaws, and the amendment must be enacted in the manner stated in Article 5.

Section 1.05

STCSBC shall cooperate with the Pastor and Principal to achieve STCSBC goals, and STCSBC shall abide by the regulations and policies of the Roman Catholic Diocese of Covington and of St. Timothy Catholic School. The Athletic Administrator will take notes during the meeting and will be made available for next meeting.

Section 1.06

STCSBC is not formed (and cannot be formed) to advance the pecuniary gain or profit of its membership. Any business conducted between STCSBC and any of its members must be incidental to STCSBC's stated purpose, as a non-profit organization.

Article 2: Membership

Section 2.01

Membership in STCSBC shall be open to any person interested in supporting the objectives of the St. Timothy Catholic School Booster Club. There is always a need for volunteers, and the Booster Club is open to all parents and community members, regardless of whether your child is an athlete at St. Timothy or not. The Pastor and Principal shall automatically be non-voting members of STCSBC.

Section 2.02

Membership shall be accomplished by signing in at each meeting.

Section 2.03

Only members in attendance shall be entitled to vote on STCSBC matters as described in Article 4.

Article 3: Officers and Their Duties

Section 3.01

The officers shall consist of Chair and Vice-Chair. Nominations for officers shall be made at the March meeting, and submitted to the Athletic Administrator for approval prior to the April meeting. The election of officers shall occur annually at the regular April meeting, and take effect the following May. Officers are elected for terms of two years. Collectively, the officers, Athletic Administrator and Principal shall comprise the Executive Committee, which shall be responsible for oversight of all STCSBC activities. The Executive Committee shall also be responsible for appointing a sports coordinator for each athletic program at St. Timothy Catholic School, and providing STCSBC with the name and contact information for each athletic program coordinator. At the regular meeting each April, the following athletic programs shall have a designated representative who shall serve in that capacity until the following May:

1. Basketball
2. Cross Country
3. Golf
4. Volleyball
5. Running Club
6. Archery

Section 3.02

The Chair in conjunction with the Athletic Administrator will preside over all meetings of the Executive Committee under the direction of the Athletic Administrator. The Chair shall organize all fundraising events, per the approval of the Principal. The Chair shall report his or her activities at the regular quarterly meeting.

Section 3.03

The Vice-Chair shall assist the Chair and serve in the Chair's absence. The Vice-Chair shall assume the duties of the Chair in the event that the President resigns, or otherwise is unable to fulfill his/her duties.

Section 3.04

All funds will be tracked by the Parish Business Manager and shared with the Athletic Administrator following the Finance Council meeting. All checks need to be requested 2 weeks in advance and signed by the Pastor.

Section 3.05

The sports coordinator will contact the Athletic Administrator for inquiries about ordering uniforms, requesting league fees, tournament fees, equipment fees, referee fees, and/or any other purchases, for each athletic program listed in Section 3.01

Article 4: Meetings and Voting

Section 4.01

STCSBC shall meet regularly on the last Wednesday quarterly at 6:00 p.m. at St. Timothy Catholic School. The Chair in conjunction with the Athletic Administrator will send out a meeting agenda 48 hours before the monthly meeting. The Chair with the Athletic Administrator will send out notice of canceled meetings 24 hours in advance.

Section 4.02

Executive Committee meetings shall be held as needed at a time and place which shall be designated by the Chair and Athletic Administrator.

Section 4.03

The Chair in conjunction with the Athletic Administrator may call a special meeting of the Executive Committee, any time for the purpose of transacting specific business of a non-monetary nature.

Section 4.04

Following the election of new officers in the Spring, the Chair in conjunction with the Athletic Administrator shall call a special meeting of the Executive Committee for the purpose of organizing, appointing, and planning activities for the upcoming year.

Section 4.05

The order of regular meetings shall be:

- a. Opening prayer
- b. Presenting the agenda
- c. Discuss new business
- d. Prayer and adjournment

Section 4.06

Unless otherwise stated in these Bylaws, a simple majority vote of members in attendance at a regular meeting is required for each proposal placed before the membership. No proposal can be considered at a regular meeting unless properly agendized and noticed as required by Section 4.01.

Article 5: Amendments

Section 5.01

Proposed amendments to these Bylaws may be submitted in writing to the Athletic Administrator. All Policies shall be reviewed annually and be revised or removed as necessary.

Section 5.02

Amendments to these Bylaws must be reviewed by the Pastor, Principal and Athletic Administrator to assure there is no conflict with school regulations or policies. No changes will be made that violate school regulations or policies.

Section 5.03

Adoption of amendments to these Bylaws shall require a two-thirds majority vote of the membership in attendance at the regular monthly meetings following submission of the proposed Amendment.

Article 6: Funds

Section 6.01

The Athletic Administrator along with the Principal shall have authority to determine qualification for an expenditure. A minimum of \$3000.00 of carry over for the next school year.

Section 6.02

All STCSBC funds will be maintained by the Parish Business Manager and the Principal and Athletic Administrator will contact her with financial concerns. Funds shall be used exclusively for the programs outlined in Section 1.02, for financing fundraising events, for purchasing supplies necessary for the operation of the STCSBC, and for publicizing of STCSBC related or sponsored activities.

Article 7: Termination

Section 7.01

Should STCSBC be terminated for any reason, whether voluntary or involuntary action, then all funds of STCSBC shall be distributed as follows, and in the order of priority stated:

- (i) Payment of all obligations, claims, or liabilities against STCSBC;
- (ii) Any remaining funds shall be distributed to St. Timothy Catholic School sports programs.

Article 8: Approval of Bylaws

These Bylaws were adopted by STCSBC at its regular meeting on _____, to be effective immediately.

Pastor _____

Principal _____

Athletic Administrator _____

Chair _____

Vice Chair _____